**Budget Analyst Cover Letter**

From  
Patricia Davis  
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United States  
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Date: 01-Jan-20XX

To  
Lisa Collins  
Hiring Manager  
TMS Company Pvt. Ltd  
238 West Liberty Street,  
Louisville, Kentucky,  
United States

Dear Mrs. Collins,

I am interested to be a part of your organization as a budget analyst. I came across your advertisement in Employment News which was posted on 5th of August. I have all the experience and educational background you are looking for in an ideal candidate. As requested, I have enclosed my resume with this letter to give you further details.

I have been working as a budget analyst for the past five years in MTC Corporation Pvt. Ltd. My key role in the organization includes analyzing the monthly budgets of each and every department. In addition to this, I can direct preparation of regular budgets. I can commute well with managers and explain them any issue related to budget analysis. I can review budget, analyze trends of budgets. I can examine budgets and check for accuracy. I keep myself abreast with new methods that ensure efficiency and thereby increasing the company's profits. This is what I can offer your organization and I am confident that I can prove my efficiency just as I have proved in my previous work place.

I would be happy if we can meet up for an interview and discuss this further. You can call me at (503)-347-3865 or e-mail me at patriciadavis@coverletter.com.

Thank you so much for your patience and consideration.

**Sincerely,  
Patricia Davis**